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\*\*\* [Jump to Table of Contents](#) \*\*\*

Dear Chief,

Greetings to all and congratulations on your orders to attend the Chief Petty Officer Academy (East)! Feedback from previous reserve class students has told us that advance information is very helpful in preparing for the class. To help you with your preparations, I have attached the schedule of a past Reserve Class. The details of the schedule vary with each class but the lessons and their general order remain the same. You will get an updated schedule for your class on your first day.

***Be prepared to be engaged*** - you will find the Chief Petty Officer Academy very different from any previous resident course experience. It is not simply another “C” school, but the beginning of the most critical transition in your career - advancement to E-7. *We recommend you bring a Laptop, if one is available.*

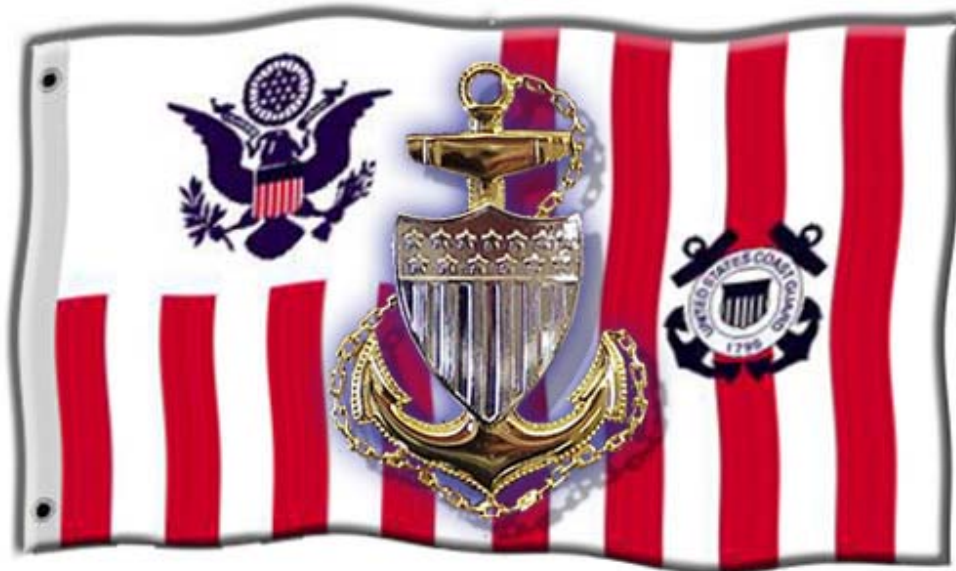
Personal and professional growth is emphasized as you complete both individual and team assignments. Please take the time to review all of the enclosed documents. I have enclosed an Assignment Packet. One of the individual assignments you will be required to do is a ten-minute Unit Brief. The enclosed handout includes a Unit Specific Factor Worksheet for you to collect information about your unit. You need to complete the worksheet and bring it to class. In addition, the Unit Brief requires two forms of visual aids (e.g., flip charts, power-point slides, handouts, props.). You may desire to bring photos of your unit to be imported into a slide show or overhead visual aid. Remember, you will only have ten minutes, and will therefore need to structure the use of aids accordingly to meet this time requirement. To help you prepare for this presentation, I have attached an example of a typical Unit Factors Worksheet. Another individual assignment is for you to write an award - **You need to write and bring a completed Award Citation (Achievement Medal or higher)**. Lastly, we need you to bring a current positive or negative Leadership Example to be used by your team’s Leadership Case Study. Think of a situation or person that can be used for the assignment, keeping in mind the guidelines of the case study checklist. Please ensure you complete and bring these items with you.

**Please, don’t forget to bring your Health Record.** Improving personal fitness is a considerable part of the Chief Petty Officer Academy curriculum. A thorough fitness assessment and blood chemical analysis (blood cholesterol test) complements a structured physical fitness program. The Chief Petty Officer Academy’s wellness program emphasizes various aerobic activities that are performed at **your** level of ability. As a final reminder, please bring a pair of non-blue jean slacks (Dockers or casual slacks) and a shirt with a collar (no t-shirts) appropriate for wearing to non-formal functions.

Once again, congratulations on this milestone in your Coast Guard Career. We look forward to meeting all of you.

*The Chief’s Academy Staff*

# *Chief Petty Officer Academy EAST*



## *Reserve Welcome Aboard Package 2003 Edition*

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>3</b>
CONFIRMING YOUR ATTENDANCE:.....	5
UNIFORMS.....	6
MAILING ADDRESS .....	6
STAFF CONTACTS.....	6
EMERGENCY NUMBERS.....	7
RENTAL VEHICLE.....	7
COMPUTER LAB .....	7
INTERNET ACCESS .....	7
MONEY MATTERS.....	7
<b>HOW TO GET TO THE ACADEMY .....</b>	<b>8</b>
ARRIVING BY AIRPLANE .....	8
TRANSPORTATION FROM AIRPORTS .....	8
T.F. GREEN AIRPORT.....	8
GROTON/NEW LONDON .....	8
BRADLEY IAP.....	8
ARRIVING BY PERSONAL VEHICLE OR RENTAL CAR.....	8
ARRIVING BY MOTORCYCLE .....	8
DIRECTIONS TO THE ACADEMY .....	9
PARKING .....	9
<b>WHEN YOU GET HERE .....</b>	<b>10</b>
CHECKING IN .....	10
REPORTING FOR CLASS.....	10
YEATON HALL, THIRD DECK, ROOM 307 .....	10
STUDENT QUARTERS.....	10
MUNRO GUEST GUARDS DIRECTION.....	10
COMPUTER LABS .....	10
<b>DUTIES, OFFICERS, &amp; COMMITTEES .....</b>	<b>11</b>
PROTOCOL AND ETIQUETTE.....	11
DUTIES... ..	11
<i>President Duties</i> .....	11
<i>Vice President Duties</i> .....	11
<i>Secretary</i> .....	11
<i>Treasurer</i> .....	12
<i>Wellness Coordinator</i> .....	12
<i>Team Leader</i> .....	12
<i>Guest Quarters CPO (Munro Hall)</i> .....	13
<i>Computer Liaison CPO's</i> .....	13
<i>Class Photographer &amp; Historian CPO's</i> .....	13

<i>Medical CPO's</i> .....	13
<i>Student</i> .....	13
COMMITTEES .....	14
<i>Memorabilia Committee</i> .....	14
<i>Graduation Luncheon Committee</i> .....	14
<i>Social Committee</i> .....	14
CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE.....	15
CHIEF PETTY OFFICER ACADEMY RESERVE ASSIGNMENTS .....	16
ELIGIBILITY REQUIREMENT .....	17
STANDARDS FOR GRAUDATION POLICY.....	18
DISENROLLMENT POLICY.....	19
CRITERIA .....	19
COUNSELING .....	19
CHAIN OF COMMAND .....	19
BASE FACILITIES     *** PLEASE NOTE – SUMMER HOURS VARY *** .....	20
SERVICES.....	20
<i>Food</i> .....	20
<i>Exchange Services</i> .....	20
<i>Recreation and Athletic Facilities</i> .....	21
<i>Post Office</i> .....	21
<i>Financial</i> .....	22
<i>Barber Shop</i> .....	22
ACADEMY HEALTH CARE SERVICES .....	22
<i>Health Care Services</i> .....	22
HOT TIPS .....	23

## **BEFORE YOU ARRIVE**

To help us prepare for your arrival and for you to arrive fully prepared; we need you to take the following actions.

### **CONFIRMING YOUR ATTENDANCE:**

All students must confirm their attendance. You may confirm either by contacting us at (860) 701-6695, 6696, 6312 or 6697 or by completing the Student Profile Worksheet found on our web site <http://www.uscg.mil/hq/tcpet/cpoa/Schedule/Schedule.htm> and emailing it to the school (email addresses can be found under staff information contained in this package). We need information from you in order to set up for your class. It is our goal to set you up to succeed!

## **General INFORMATION**

### **Uniforms**

Coast Guard Uniform Regulations, including grooming standards, are strictly enforced at the Academy.

Uniform of the Day for School students: **1<sup>st</sup> day – Service Dress Blue**  
**Tropical Blue Long is authorized throughout the year on most class days – exceptions will be pointed out by the staff!**

Winter (first Monday in November through first Sunday in April)

Service Dress Bravo

Winter dress blue

Tropical Blue Long (optional)

Windbreaker, Woolly Pulley, Cardigan Sweater are Optional

Summer (1st Monday in April through 1st Sunday in November)

Service Dress Bravo

Tropical Blue Long

Windbreaker, Woolly Pulley, Cardigan Sweater are Optional

Combination Covers are the ONLY covers authorized for Coast Guard students while at the CPO Academy.

Graduation Uniform for students is the Service Dress.

Business casual (example: Dockers and a collared shirt) is required for class functions

Note: School Chiefs may require other uniforms for specific events.

### **Mailing Address**

Your address while at the Chief Petty Officer Academy:

Your Name

c/o LDC, CPO Academy

U.S. Coast Guard Academy

39 Mohegan Ave.

New London, CT. 06320-8107

### **Staff Contacts**

Phone: MCPO O'Toole	(860)701-6681	sotoole@cga.uscg.mil
SCPO Walter	(860)701-6697	lwalter@cga.uscg.mil
SCPO Berry	(860)701-6312	rberry@cga.uscg.mil
CPO Stephens	(860)701-6695	mstephens@cga.uscg.mil
CPO Lewis	(860)701-6696	elewis@cga.uscg.mil
FAX: (860) 701-6811		

**Emergency Numbers** Academy Security Police (860)444-8597  
Officer of the Day (860)444-8450/8452  
Main Gate (860)444-8614

**Rental Vehicle** In each class a number of students will be authorized a rental vehicle (mini-van) for the purpose of transporting students from the Providence Airport, class field trips and official gov't travel. The number of rental vehicles is determined based on the number of students who are flying. The academy staff will coordinate with rental vehicle drivers.

**Computer Lab** The student computer labs are located in Yeaton Hall. They are shared with all LDC students. Also, there are a limited number of computers located in Munro Hall Guest Quarters for student use. Students will be given student accounts during week one of the class. We recommend students bring a lap top/printer if available.

**Internet Access** If you have access to the Internet, visit the CPO Academy web page at:  
<http://www.uscg.mil/hq/tcpet/cpoa/>

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**Money Matters** All students will receive per diem based on the Standard Meal rate, Category 2 listed in ALDIST 207/96. Make arrangements for advance Per Diem before departure from your present unit.

Some student activities will require out of pocket expenses; experience has shown \$40.00 to be a sufficient amount. The class treasurer collects this money early the first week to establish the class treasury. Expenses paid for out of this fund include:

- Coffee cups for the next class (last class bought yours)
- Coffee Mess Dues
- Film, candy jar goodies, Spirit of the Chief plaque engraving, etc.

Other activities include:

- |                  |                                      |
|------------------|--------------------------------------|
| • Class Socials  | Special Events                       |
| • Parties        | Projects                             |
| • Softball Games | Pictures                             |
| • Birthdays      | Other expenses approved by the class |

You may also wish to buy a class ring – this is not something covered by class dues.

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## **HOW TO GET TO THE ACADEMY**

### **Arriving by Airplane**

**T. F. Green International Airport in Providence, RI is the preferred gateway to the Academy and should always be your first option.**

Groton/New London Airport is the closest gateway to the Academy, but the high cost of flight connections and flight restrictions make it unreliable as a destination.

Bradley International Airport in Hartford, CT should be used ONLY if flights are unavailable to T. F. Green in Providence, RI.

**Bradley is to be used as a last resort.**

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### **Transportation from Airports**

#### **T.F. Green Airport Groton/New London Bradley IAP**

The CPO Academy makes arrangements for students to ride together in rental vehicles.

A taxi can be taken from Groton/New London Airport to the Academy

Greyhound Bus Lines run from Hartford, CT, to New London, CT, but because of weekly changes in the bus schedule, students may find it difficult to coordinate bus schedules and fares with their flight itinerary.

It is costly to take a taxi from Providence or Hartford.

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### **Arriving by Personal Vehicle or Rental Car**

When arriving at the Academy you must stop and register your vehicle with the Police Department. You'll be issued a temporary pass. You must have the following items in your possession in order to register your vehicle:

Proof of Auto Insurance. You are required to have liability coverage on your vehicle. If you do not have proof of insurance in your possession or do not have insurance, you will not be allowed to drive your vehicle on to the base.

Vehicle Registration or Rental Agreement. The vehicle does not need to be registered in your name, but your name must appear on the insurance policy. The Rental Agreement must be in your name.

Military ID and Driver's License.

### **Arriving by Motorcycle**

If riding a motorcycle, you must have proof of attending a Motorcycle Safety Course within the last three years. You must also wear the following items when riding a motorcycle on base:

- Long sleeve shirt
- Helmet with eye protection
- High top shoes or boots
- Full fingered leather gloves

You will be given a pass and directed to a specific parking lot on the Academy.

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**Directions to the Academy**

From T. F. Green Airport (Providence, Rhode Island):

Take I-95 South about 45 miles. Take exit 83 and follow the signs to the Academy.

From Bradley International Airport (Hartford, Connecticut):

Take I-91 South to Route 2 East. Take Route 2 East to I-395 South in Norwich, CT. Take I-395 South to exit 78 (Route 32). Take route 32 South to the Academy.

From Groton/New London Airport

Follow the signs to Route 1 and take Route 1 South. Route 1 turns into Route 12. Follow Route 12 to I-95 South. Take I-95 South to exit 83 & follow the signs to the Academy.

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**Parking**

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Parking at the Academy is tight and the lots are not easily identifiable. LDC students are required to park in the lower lot north of Munro Hall (known as the “U” lot). After dropping off luggage, make sure to park in the appropriate lot. Ask the main gate security guard for the lot’s specific location.

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## **WHEN YOU GET HERE**

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<b>Checking In</b>	NET 1500 & NLT 2200 1 day before to class start	Munro Hall Guest Quarters
<b>Reporting for class</b>	<b>0900 Saturday morning</b> – arrive early and get some coffee.	<b>Yeaton Hall, Third Deck, Room 307</b>
<b>Student Quarters</b>	MWR operates the Academy guest quarters, located in Munro Hall. Students' rooms are on the first and second decks. Two persons occupy each room. Students arriving between 1500-2200 check in with the duty Munro Hall watch stander.	
<b>Munro Guest Guards Direction</b>	<p>To get to Munro Hall from the Main Gate, follow Tampa Drive to Harriet Lane (3rd left). Follow Harriet Lane, go straight at the stop sign and drive past the stadium and Leamy Hall on your right. Turn right into the second entrance of the parking lot just after Leamy Hall. Munro Hall will be to the left. Pull into the circle and park in a temporary unloading spot. Enter the building and check in with the watch stander.</p> <p>The duty watch stander will provide each student a room key, a key card for the parking lot, and a key to the building's north entrance (closest to parking). Each room will contain a detailed welcome material.</p> <p>Students will be charged <b>\$14 per day</b> for the quarters, based on double occupancy. If circumstances require single occupancy (i.e. odd numbers, gender mix, etc.), students will pay \$28 per day for single occupancy. <b>NOTE:</b> Due to costs and limited space, Academy policy requires students to double up whenever possible.</p> <p>Each room has a telephone, television, VCR, small refrigerator, microwave, and alarm clock. A community kitchen is located on the fourth. The kitchen has a freezer/refrigerator, microwave oven, stove, and sink.</p> <p>We recommend that students bring a lock to secure their personal belongings.</p>	
<b>Computer Labs</b>	The computer lab (CG Work Station III) are located on the first and second decks of Yeaton Hall in the Leadership Development Center. Check with your instructor for hours of operation. Computers are limited; we recommend you bring a laptop.	

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## **DUTIES, Officers, & Committees**

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### **Protocol and etiquette**

Proper protocol and etiquette are important. As representatives of the Coast Guard, you should always strive to put your best foot forward. There is a maxim that says, "you don't get a second chance to make a first impression."

### **DUTIES...**

#### ***President Duties***

The President provides guidance and leadership for the class. He or she is the role model for students. The President's duties include:

- Reports class status to Staff.
- Pass information to class members.
- Holds class meetings at least once a week or as needed.
- Ensures accurate minutes are recorded and a copy forwarded to the Staff.
- Report all incidents to Staff.
- Maintains a sharp classroom appearance.
- Prohibits profanity, sexist, and ethnic remarks.
- Insures class members meet Uniform Regulations.
- Represents the class at all functions.
- Responsible for all class correspondence.

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#### ***Vice President Duties***

The duties of the Vice President are:

- Assumes the duties of the class President in his or her absence.
- Oversees all projects and committees.
- Reviews all correspondence and reports.
- Ensures all information passed is correct and in proper format.
- Performs other duties as directed by the President.

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#### ***Secretary***

The duties of the Secretary are:

- Prepares correspondence as directed.
  - Reviews and routes all class correspondence.
  - Checks student message line (voicemail) daily.
  - Coordinates class supply needs (paper, etc).
  - Records the minutes of class meetings.
-

**Treasurer**

The duties of the Treasurer are:

- Maintains an accurate and legible financial record. This record is subject to outside audit.
- Collect class member dues (see **Money Matters**)
- Makes deposits and withdrawals for class treasury.
- Collects and handles all other funds from class projects.
- Social Projects

**Wellness Coordinator**

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The duties of the Wellness Coordinator are:

- Maintains aerobic point totals for class.
- Track resting heart rates and weight losses or gains.
- Leads stretches before and after morning workouts.
- Participate on Special Event Committee.
- Inspire class wellness activities.

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Note: The Class will select its own Class Officers

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**Team Leader**

The individual teams select the Team Leader. DO NOT make this selection until the first Wednesday of class; but do discuss and consider these points when making your selection:

- Is the person open minded?
- Can he or she listen without passing judgment?
- Can he or she control group behavior and have the courage to stop disruptive behavior?
- Is he or she willing to allow other team members to facilitate the team?
- Can he or she motivate and use the talents of others?
- Is this person sharp in uniform; exhibit good manners; uses appropriate behaviors; knows rules and acts on them; and is non-punishing?
- Is he or she willing to allow the team to come to consensus?
- Is the person flexible?
- Is he or she willing to spend off-duty time with team members on class projects and assignments?
- Can he or she represent the team's expectations to the class, class officers, and staff?
- Can this person keep the team on track and offer alternatives?
- Does this person have a good sense of humor?
- Can they set an agenda for your team meetings?
- Is there team consensus that this person should be the leader?

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The duties of the Team Leader are:

- Maintain classroom conduct.
- Ensure cleanups conducted.
- Attend morning meetings with staff.
- Pass information in a timely manner.
- Keep team focused.

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**Guest  
Quarters CPO  
(Munro Hall)**

- Act as liaison with CGES.
- Central POC for complaints, issues, etc.
- Made up of one student.
- POC: Brian Ciorciari – 444-8664

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**Computer  
Liaison CPO's**

- (These people need to be very proficient in Windows-based applications).
- Coordinate with computer lab technician/instructor.
- Support other students; tutor when necessary.
- Made up of four students (One per team).
- POC: Tim Bulger – Computer Lab – x8350

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**Class  
Photographer  
& Historian  
CPO's**

- Capture class events on film for inclusion in the CPO Yearbook.
- Document class milestones in the scrapbook.
- Coordinate class photo.
- Create and duplicate class slideshow CDs.
- Made up of four students (One per team).

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**Medical CPO's**

- Coordinate Blood draws with the clinic.
- Coordinate Blood draw review days.
- Take control of the class first aid kit and administer items accordingly.
- Assist with Blood Pressure checks.
- Made up of two students.
- POC: HSC Milan – x8432

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**Student**

Take full advantage of this unusual opportunity to learn, ask questions, and understand what is being presented. Observe, practice, and understand the following guidelines.

- Complete required assignments.
  - Participate in class.
  - Volunteer for committee work.
  - Participate in organizing and planning class projects and social events.
  - Display professional behavior.
  - Be prompt.
  - Notify Class President of all emergencies.
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## Committees

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### **Memorabilia Committee**

- Coordinate class memorabilia as selected by the class.
- Some possibilities include class rings, coins, and shirts. .

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### **Graduation Luncheon Committee**

- Coordinate luncheon arrangements with FSO and club manager.  
Ensure staff representative present.
- Revise scripts to meet class needs.
- Recommend changes to the menu.
- Proof read and recommend changes to invitations, and program.
- Coordinate with treasurer funds for disbursement.
- Each team should have 2 representatives on this committee.
- Seating chart

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### **Social Committee**

- Organize class activities such as weekend trips to Mystic Seaport, Stonington, etc.
  - Work with Class Photographer / Historian to document class events.
  - Class Liaison with Academy MWR
  - Made up of one student
  - POC: Paula Springer – MWR- x6736
-

# Chief Petty Officer Academy Reserve Class XIII Schedule

## Galley Hours:

	<u>Weekdays</u>	<u>Saturday</u>	<u>Sunday/Holidays</u>
Breakfast:	0630-0730	0730-0830	0800-0915
Lunch:	1130-1300	1130-1230	1100-1230
Dinner:	1700-1800	1700-1800	1700-1800

Convening Date:

01 Jun 02

Graduation Date:

13 Jun02

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## Classroom Responsibilities: (Each day by scheduled team according to bottom of schedule)

Classroom, lounge, breakout rooms are clean and orderly  
Coffee is brewed and ready for breaks  
Water is on tables, and ice is available.

Note: The Computer Lab is located in  
Waesche Hall, 3rd deck. This is the same  
building that houses the Library & Museum.

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## Morning Staff Meeting

Staff and Class Officers will meet according to the schedule (all other students review their Learning Journals)

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## Assigned readings, listed by completion date:

	<u>Due by:</u>
<u>Learn to Communicate , Section I, II, &amp; III.</u>	2-Jun
<u>Improving your Instructional Performance, Chapter 2.</u>	3-Jun
<u>Learn to Communicate, Section IV.</u>	4-Jun
<u>Process Improvement Guide, Pgs. 4-23</u>	6-Jun
<u>The Leader's Handbook, Pages</u>	7-Jun
<u>How Good People Make Tough Choices, Pages 7-30</u>	7-Jun
<u>Generations at Work, Pages 1 - 27.</u>	8-Jun
<u>New Wellness Encyclopedia, Pages 20-28, 77-91, &amp; 232-248.</u>	11-Jun

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## Speaker Assignments:

	<u>Date</u>	<u>Speaker(s)</u>	<u>Introducer</u>
Done by Staff	3-Jun	Tim Bulger	CPO Acad. Staff
Done by Staff	4-Jun	CAPT. Riley	MCPO O'Toole
1	7-Jun	LAMS Instructor	Constantine Team
2	11-Jun	CDR Vince Weber, G-WTR-3	Calhoun Team
3	11-Jun	G-WTR-3	Calhoun Team
4	11-Jun	SCPO Ed Kruska	Stephens Team
5	12-Jun	MCPO-CG Vincent W. Patton III	Stephens Team
6	13-Jun	MCPO George Ingraham	Smith Team

# Week One

# Chief Petty Officer Academy Reserve Class XII Schedule

1-Jun-02 Saturday	2-Jun-02 Sunday	3-Jun-02 Monday	4-Jun-02 Tuesday	5-Jun-02 Wednesday	6-Jun-02 Thursday	7-Jun-02 Friday
<b>0900-1145</b> Pledge of Allegiance  Intro/CG Video  Staff Introductions  Student Intro. Prep.    Calhoun/Smith Team Introductions    Orientation  Academy Standards	<b>0800-0930</b> Religious Services    <b>0930-1145</b> <b>Personal Wellness Profile (PWP)</b> <i>Meet in Billard Hall, 2nd deck, then proceed thru the gyms to the 5th deck of <u>Roland Hall</u> (the other gym).</i>	<b>0615-0700</b> Blood draw @ Clinic (Continental Breakfast in classroom @0700)   <b>0715-0745</b> <b>Quarters (Demo by Staff)</b>   <b>0800-1200</b> Learning Workshop	<b>0600-0645</b> Morning Exercise @ Gym <b>Smi/Ste- Cybex</b> <b>Cal/Const.- Walk/Run</b>   <b>0800-0815</b> Director - LDC Welcome Aboard   <b>0830-1145</b> Increasing Human Effectiveness (IHE)	<b>0700-0715</b> Staff Meeting (Class Officers and Team Leaders meet with Staff)   <b>0715-0745</b> Personnel Inspection (Service Dress Blue)   <b>0800-1115</b> IHE continues...   <b>1120-1145</b> Class Picture	<b>0600-0645</b> Morning Exercise @ Gym <b>Smi/Ste- Walk/Run</b> <b>Cal/Const.- Cybex</b>   <b>0800-0830</b> <b>Quarters - Calhoun Team</b>   <b>0840-1145</b> IHE continues...	<b>0715-0745</b> <b>Quarters - Stephens Team</b>   <b>1 0800-1200</b> <b>Leadership Seminar</b> (SITLEAD, Motivational Models, etc.)
<b>Lunch 1145-1300</b>	<b>Lunch 1145-1300</b>	<b>Lunch 1200-1300</b>	<b>Lunch 1145-1300</b>	<b>Lunch 1145-1300</b>	<b>Lunch 1145-1300</b>	<b>Lunch 1200-1300</b>
<b>1300-1700</b> Stephens/Constantine Team Introductions  Goals / Issues Schedule Overview/Feedback Assignments Pass out MBTI <b>Notes:</b> No exercise on Sunday morning prior to the Wellness Assessment	<b>1300-1430</b> Active Listening   <b>1440-1700</b> Low Ropes <b>Notes:</b> <b>Class Meeting: 1800-?</b> Students FAST overnight beginning at 1800, ending at 0615. Monday morning: Take resting heart rate for your PWP worksheets	<b>1300-1700</b> Computer Lab- 3rd deck, Waesche Hall (Mr. Tim Bulger)  <b>PWP Data Entry Formal Intros.</b>  <b>Notes:</b> Pick Team Leaders Bring PWP worksheets to class  <b>1800-1930 - Welcome Aboard Reception / Munro Hall Gazebo Area</b>	<b>1300-1700</b> Presentation Skills     <b>Notes:</b> Turn in MBTI answer sheets in the AM.	<b>1300-1700</b> MBTI Workshop     <b>Notes:</b> Award Citation assignment due in the AM.- (I -1)  Civilian Clothes in the PM.	<b>1300-1700</b> Facilitative Leadership - (Meeting management & tools; Team Leader & Facilitator Roles)     <b>Notes:</b> Team Awards Board Meetings Tonight  Unit Brief outline due in the AM (I-2)	<b>1300-1700</b> Ethics     <b>Notes:</b> End-of-the-Week critiques  Return Awards to Original Owners
<b>Classroom: Staff</b>	<b>Classroom: Red Team</b>	<b>Classroom: Gold Team</b>	<b>Classroom: Blue Team</b>	<b>Classroom: Green Team</b>	<b>Classroom: Red Team</b>	<b>Classroom: Gold Team</b>

## Week Two

## Chief Petty Officer Academy Reserve Class XIII Schedule

8-Jun-02 Saturday	9-Jun-02 Sunday	10-Jun-02 Monday	11-Jun-02 Tuesday	12-Jun-02 Wednesday	13-Jun-02 Thursday
<b>0900-1200</b> Generations	<b>0800-1200</b> Religious Services  Self-directed study period (Work on projects)	<b>0600-0645</b> Morning Exercise @ Gym Cal/Const.- Walk/Run Smi/Ste- Cybex  <b>0800-0830</b> Quarters - Smith Team  <b>0840-1145</b> Counseling Workshop	<b>0700-0715</b> Staff Meeting  <b>0720-0750</b> Quarters - Constantine Team  <b>0800-0830</b> National Committee for Employers Support of the Guard and Reserve (ESGR).  <b>0845-1000</b> PWP Feedback & Results  <b>1015-1145</b> Case Study Prep Time	<b>0600-0645</b> Morning Exercise @ Gym Smi/Ste- Walk/Run Cal/Const.- Cybex  <b>0800-1200</b> Leadership Case Study Briefings (30-45 minutes each)	<b>6</b> <b>0730-0900</b> MCPO George Ingraham, (Reserve Force Master Chief)  <b>0900-1000</b> Cleanup/Critiques, return classroom to first day condition  <b>1030-1300</b> Graduation! Guest Speaker: Forrest Croom, MCPO-CGR, Ret.
<b>Lunch</b> <b>1200-1300</b>	<b>Lunch</b> <b>1200-1300</b>	<b>Lunch</b> <b>1145-1300</b>	<b>Lunch</b> <b>1145-1300</b>	<b>Lunch</b> <b>1200-1300</b>	
<b>1300-1700</b> Self-directed study period (Work on projects)	<b>1300-1700</b> Self-directed study period (Work on projects)	<b>1300-1700</b> Unit Briefs (10 minutes each)	<b>2, 3</b> <b>1300-1500</b> Reserve Admin Issues  <b>1515-1615</b> Re-Entry  <b>4</b> <b>1830-2000</b> Reservist Magazine	<b>5</b> <b>1300-1400</b> Vincent W. Patton III, (MCPO-CG)  <b>1415-1700</b> High Ropes  <b>1800-1830</b> Graduation Practice @ Club	
<b>Notes:</b> Civilian Clothes all day	<b>Notes:</b>	<b>Notes:</b> Ldrshp. Case Study outline due (T-3) in the AM. Edited Award assignment(I-1) due in the AM.	<b>Notes:</b>	<b>Notes:</b>	
Classroom: Blue Team	Classroom: Green Team	Classroom: Red Team	Classroom: Gold Team	Classroom: Blue Team	

# **CPO ACADEMY**



## **Reserve Assignments 2003**

<b>SUMMARY OF ACADEMY ASSIGNMENTS.....</b>	<b>3</b>
<b>ASSIGNMENT I-1 Write an award recommendation/citation.....</b>	<b>4</b>
<b>ASSIGNMENT I-2 Given the Unit Specific Factors Worksheet, present a 10 minute Unit Analysis Brief in accordance with the Unit Presentation Checklist.....</b>	<b>8</b>
<b>SAMPLE Unit Factors Worksheet.....</b>	<b>11</b>
<b>ASSIGNMENT T-1 Write a Guest Speaker Introduction / Introduce a Guest Speaker.....</b>	<b>15</b>
<b>ASSIGNMENT T-2 Participation in morning quarters. ....</b>	<b>16</b>
<b>ASSIGNMENT T-3 Prepare and present a team analysis of a CG specific leadership situation IAW the Leadership Case Study checklist. Include the following items in your presentation:</b>	<b>17</b>

## **Summary of Academy Assignments**

---

This handout describes the major individual and team assignments you are required to complete at the Chief Petty Officer Academy. Each assignment is described in greater detail on the following pages.

In addition to these formal assignments, you will complete many other significant milestones before graduation. The deadlines for these activities are noted on your class schedule. The space provided below is for your use in organizing assignments.

<b>Assignment</b>	<b>Due Date</b>
<b>Complete MBTI</b>	
<b>Complete draft award recommendation (I-1)</b>	
<b>Complete Award Board decisions</b>	
<b>Complete Edited Award (I-1)</b>	
<b>Complete Unit Brief Outline (I-2)</b>	
<b>Present Unit Briefs (I-2)</b>	
<b>Introduce Guest Speakers (T-1)</b>	
<b>Present Team Quarters (T-2)</b>	
<b>Complete Leadership Case Study Outline (T-3)</b>	
<b>Present Leadership Case Study (T-3)</b>	

# CPO ACADEMY PROJECT ASSIGNMENT SHEET

---

## ASSIGNMENT I-1 Write an award recommendation/citation.

### REFERENCES

Rewards and Recognition Handbook (COMDTPUB P1650.37)  
English Simplified  
Medals and Awards Manual  
Award Writing Made Easy

---

Complete a Personal Award Recommendation (CG-1650) for an Achievement Medal or above. Prepare the proposed citation to accompany the award. For this project enter your name, grade, title, and signature in block 18.

Make a copy of your assignment before you turn it in.

Assignment is due on \_\_\_\_\_.

Ensure:      Correctness of spelling, grammar, and punctuation  
                Conciseness, logical flow of thought and completeness

Use this page as a cover sheet when you turn in the assignment.

---

YES

Team Leader comments:

YES

Staff Comments:

---

Student \_\_\_\_\_

Team \_\_\_\_\_

Team Leader \_\_\_\_\_

Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

## **CRITERIA FOR AWARD RECOMMENDATION APPROVAL**

---

1. Awards Board members use the Medals and Awards Manual (COMDTINST M1650.25 (series)) for reference.
2. Each Board member's comments are recorded on the grade sheet. Member's names shall not be recorded.
3. Each Board member offers a grade.
4. Awards Board collaborates on a single grade.
5. Awards Board collaborates on collective general comments.
6. Use the following category rating system to grade the recommendations:

<b>GRADE</b>	<b>CRITERIA</b>
<b>1</b> (Forward to approving official)	Cited performance meets the level of award based on Awards Manual.  Citation is organized, concise, and well substantiated.
<b>2</b> (Return to writer for resubmission)	Cited performance meets the level of award based on Awards Manual.  Citation needs more substantiation; contains "So What" sentences.
<b>3</b> (Return to writer for major rewrite)	Cited performance does not meet the level based on Awards Manual.  Citation is poorly written, disorganized, and unsubstantiated.

**Hint: Read the award citation aloud in the Board as if it were being read by the Commanding Officer at Quarters.**

## AWARDS BOARD GRADING SHEET

---

For Award Recommendation Submitted by: \_\_\_\_\_

MEMBER #	GRADE (Circle one)	COMMENTS
1	1   2   3	
2	1   2   3	
3	1   2   3	
4	1   2   3	

# AWARDS BOARD GRADING SHEET

For Award Recommendation Submitted by: \_\_\_\_\_

MEMBER #	GRADE (Circle one)	COMMENTS
5	1   2   3	
6	1   2   3	
7	1   2   3	
8	1   2   3	
BOARD GRADE	1   2   3	

## CPO ACADEMY PROJECT ASSIGNMENT SHEET

---

**ASSIGNMENT I-2** Given the Unit Specific Factors Worksheet, present a 10 minute Unit Analysis Brief in accordance with the Unit Presentation Checklist.

### REFERENCES

English Simplified (Outline info pg. 53)  
Unit Specific Factors Worksheet  
Learn to Communicate

---

Your briefing is to inform your classmates about your current job or unit. In the Coast Guard, we work with a variety of ratings and learn basically what each job entails. Even so, there are many interesting aspects of our individual jobs or units that most Coast Guard personnel don't know about.

Ensure correctness of: Spelling, grammar, or punctuation  
Conciseness, logical flow of thought and completeness

The briefing should be written in out-line form and should contain enough information to give a briefing, **not to exceed 10 minutes**, to your classmates.

**Two forms of Visual Aids are required.**

The assignment is due on \_\_\_\_\_.

Make a copy of your briefing before you turn it in.

Use this page as a cover sheet when you turn in the assignment.

---

YES

Team Leader comments:

YES

Staff Comments:

---

\_\_\_\_\_  
Student

\_\_\_\_\_  
Team

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

4/8/03

# Unit Performance Factors Profile

US Coast Guard Performance Excellence  
Documentation

**Unit Name:** \_\_\_\_\_ ☐ With field units ☐ Staff only

**A. Unit Mission(s):** What is this unit tasked to do by the Coast Guard?

•	•
•	•
•	•

**B. Work Force:**

How many people are assigned to the unit?

Officers:	Enlisted:	Civilians:
Reservists:	Auxiliarists:	Contracted:

**C. Subordinate Commands:**

List any other units for which this unit has a mission-related chain-of-command responsibility, e.g., cutters and/or stations subordinate to a group.

•	•	•
•	•	•

**D. Total Budget:**

\$

How much funding does the unit control?

	AFC-30 Operating: \$	AFC-57 Medical: \$
Other: \$	AFC-56 Training: \$	AFC-4X Maintenance: \$

**E. Key Customers (individuals, groups, units, or categories of customers):**

Customer	Services/Products You Provide	Customer's Requirement(s)
Who are the persons/groups that depend on your products/services?	What do you produce for each customer?	What about this service or product is important to each customer?
•	•	•
•	•	•
•	•	•

**F. Key Outcomes:** What are the ultimate results of successfully completing your mission(s)?

•	•
•	•
•	•

**G. Key Processes:** What are the **main** things your unit must do to accomplish its missions or to be successful?

•	•
•	•
•	•

**H. Key Support Processes:** What are the **main internal** things your unit must do to be successful? (i.e., admin, supply, medical, training/qualifying, etc.).

•	•
•	•
•	•

**I. Critical Success Factors:** Considering your unit's mission(s) and strategies, what performance areas or things are of greatest importance? (e.g., retention, on-time delivery, response, etc.).

•	•
•	•

**J. Key Suppliers:** What does this unit need to complete its missions and who supplies it?

<b>Service/Product Required</b>	<b>Your Unit's Requirement(s)</b>	<b>Supplier (Provider)</b>
What help/support/object do you need in order to complete your missions?	What about this service or product is most important to your unit?	Who are the persons/groups on which you depend for each product/service?
•	•	•
•	•	•
•	•	•

**K. Other pertinent strategic factors:** Such as, operating environment, regulatory requirements, special equipment, new missions, partners, etc.

•	•
•	•
•	•

**Feedback:** (given and received from suppliers and customers):

**Performance Measures:** (How do you know you're doing things well).

## SAMPLE Unit Factors Worksheet

**Unit Name:** Pac Area WHEC

☐ with field units

☐ Staff only

**A. Unit Mission(s):** What is this unit tasked to do by the Coast Guard?

• Enforcement of Maritime Law and Treaties	• Search and Rescue
• Fisheries Conservation	• Maritime Pollution Response
• Defense Readiness	• Ambassadors to Foreign Governments

**B. Work Force:**

How many people are assigned to the unit?

Officers: 19	Enlisted: 167	Civilians: 0
Reservists: 0	Auxiliarists: 0	Contracted: 0

**C. Subordinate Commands:**

List any other units for which this unit has a mission-related chain-of-command responsibility, e.g., cutters and/or stations subordinate to a group.

• NONE	•	•
--------	---	---

**D. Total Budget:**

\$555,100

How much funding does the unit control?

	AFC-30 Operating: \$	AFC-57 Medical: \$
Other: \$	AFC-56 Training: \$	AFC-4X Maintenance: \$

**E. Key Customers (individuals, groups, units, or categories of customers):**

Customer	Services/Products You Provide	Customer's Requirement(s)
Who are the persons/groups that depend on your products/services?	What do you produce for each customer?	What about this service or product is important to each customer?
• <b>Commercial Fisherman</b>	<ul style="list-style-type: none"> <li>enforcement of Fisheries Laws, protection of EEZ and MBL (Russian/US Maritime Boundary Line), stability of fish population</li> <li>Search &amp; Rescue</li> </ul>	<ul style="list-style-type: none"> <li>quick response to incursion threats and illegal fishing operations, and a knowledgeable, professional crew/boarding team</li> <li>Fast, effective, consistent response</li> </ul>
• <b>Department of Justice</b>	<ul style="list-style-type: none"> <li>Surveillance / apprehension / seizure of illegal drugs and criminals</li> </ul>	<ul style="list-style-type: none"> <li>accurate documentation, chain of evidence, proper handling of prisoners</li> </ul>
• <b>Distressed Mariners, their families, and other Agencies</b>	<ul style="list-style-type: none"> <li>rescue, the salvation of property, and piece of mind/relief</li> </ul>	<ul style="list-style-type: none"> <li>quick response, thorough search, and professional service</li> </ul>
• <b>Other CG and Gov't Agencies (JIATF West, Navy, DOD, NSA, DEA, etc)</b>	<ul style="list-style-type: none"> <li>assistance as required: surveillance, boardings, apprehension of criminals/drugs, or just transportation</li> </ul>	They require us to be a knowledgeable and skilled crew, flexible, quick to respond, and professional

**F. Key Outcomes:** What are the ultimate results of successfully completing your mission(s)?

• Fish populations maintained	• Deaths and injuries at sea reduced
• Availability of street drugs reduced	• Entry-level jobs for US workers protected
• Successful interdiction efforts in the future	• Safe, clean marine environment

**G. Key Processes:** What are the **main** things your unit must do to accomplish its missions or to be successful?

• Navigation	• Helo Launch & Recovery
• Small boat launch & recovery	• Surveillance
• Boardings	• Communications
• Arrest/Seizure procedures	•

**H. Key Support Processes:**

What are the **main internal** things your unit must do to be successful? (i.e., admin, supply, medical, training/qualifying, etc.).

• Vessel Maintenance	• Crew Maintenance (chow, admin, medical)
• Training/Qualification	• Supply

**I. Critical Success Factors:**

Considering your unit's mission(s) and strategies, what performance areas or things are of greatest importance? (e.g., retention, on-time delivery, response, etc.).

• Maintain equipment	• Efficient/Effective Navigation
• Radio and Message Communications	• Appropriate tasking (patrol right area, etc.)
• Crew cooperation (teamwork)	•

**J. Key Suppliers:** What does this unit need to complete its missions and who supplies it?

Service/Product Required	Your Unit's Requirement(s)	Supplier (Provider)
What help/support/object do you need in order to complete your missions?	What about this service or product is most important to your unit?	Who are the persons/groups on which you depend for each product/service?
<ul style="list-style-type: none"> <li>Personnel</li> <li>Funds</li> </ul>	<ul style="list-style-type: none"> <li>Qualified people and enough of them</li> <li>Must have \$\$ to do job</li> </ul>	<ul style="list-style-type: none"> <li>CGPC-EPM &amp; OPM</li> <li>CGHQ/PacArea</li> </ul>
<ul style="list-style-type: none"> <li>Orders/Tasking</li> </ul>	<ul style="list-style-type: none"> <li>Must match unit capabilities</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>PacArea</li> <li></li> </ul>
<ul style="list-style-type: none"> <li>Training and support</li> </ul>	<ul style="list-style-type: none"> <li>Personnel and facilities</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>US Navy</li> <li></li> </ul>

**K. Other pertinent strategic factors:** Such as, operating environment, regulatory requirements, special equipment, new missions, partners, etc.

<ul style="list-style-type: none"> <li>Weather</li> </ul>	<ul style="list-style-type: none"> <li>World events</li> </ul>
<ul style="list-style-type: none"> <li>OPTEMPO</li> </ul>	<ul style="list-style-type: none"> <li>Crew experience</li> </ul>
<ul style="list-style-type: none"> <li>Age of cutter</li> </ul>	<ul style="list-style-type: none"> <li>Available funding</li> </ul>

**Feedback:** (given and received from suppliers and customers):

Personnel Evaluations and critical need solicitations  
Direct communication (with PacArea, other units, etc.)

**Performance Measures:** (How do you know you're doing things well).

# of boardings vs. # of violations

Case return rate (from Hearing Officer)

Cutter availability

## **Unit Presentation Checklist**

---

### **Presenter**

<b>Presentation Points</b>	<b>Covered</b>	<b>Comments</b>
Identified Unit's Mission(s)	Yes_No_	
Identified Unit's Workforce and Budget	Yes_No_	
Identified Unit's Subordinate Cmds? (if applicable)	Yes_No_	
Identified Unit's Key Customers and their requirements?	Yes_No_	
Identified Unit's Key Processes?	Yes_No_	
Identified Unit's Key Support processes	Yes_No_	
Identified Unit's Key suppliers and the product/service they supply to the unit?	Yes_No_	
Identified Pertinent Strategic Factors (Such as operating environment, special equipment, regulatory requirements, partners, etc...)?	Yes_No_	
Identified how feedback is given to suppliers and received from customers?	Yes_No_	
Identified what performance measures are in place to gauge performance?	Yes_No_	

## **CPO ACADEMY PROJECT ASSIGNMENT SHEET**

**ASSIGNMENT T-1 Write a Guest Speaker Introduction / Introduce a Guest Speaker.  
Write a Thank you letter.**

### **REFERENCES**

Formal Introductions Pamphlet  
English Simplified  
Available Biographical Information

---

Introduce a guest speaker. Use the biographical information provided by the staff to prepare the outline. Contact your guest speaker prior to their arrival.

Your assignment should be in outline or script format, typed, and double-spaced.

Use this as a cover sheet when you turn in the assignment 48 hours before your introduction.

---

YES

Team Leader Comments:

YES

Staff comments:

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Student

---

Team

---

Team Leader

---

Date

---

Staff Signature

---

Date

# CPO ACADEMY PROJECT ASSIGNMENT SHEET

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## ASSIGNMENT T-2 Participation in morning quarters.

### REFERENCES

Service Etiquette  
The New Wellness Encyclopedia  
Class Bookshelf Materials

Quarters is the first classroom activity of the. Give it your best, and **ensure that ALL team members contribute!** During the week that your team has morning quarters responsibilities, prepare and deliver presentations as listed below: (Prepare an outline for your team's quarters and turn it into the staff advisor prior to the day your team has quarters.

Requirements:

- Reading directly from a resource is discouraged.
- Morning quarters must fill the entire 30 minutes allotted.
- Morning quarters **must** include the following:

- (1) Morning Stretch Session
- (1) Applicable Quote of the Day
- (1) Item of Coast Guard History
- (1) Item of Good News
- (1) Item of CG News
- (1) Protocol Presentation
- (1) Wellness Presentation
- (1) CPO Roles & Responsibilities

- **Two Visual Aids are required.**
- 

\_\_\_\_\_  
Student

\_\_\_\_\_  
Team

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

## CPO ACADEMY PROJECT ASSIGNMENT SHEET

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**ASSIGNMENT T-3 Prepare and present a team analysis of a CG specific leadership situation IAW the Leadership Case Study checklist. Include the following items in your presentation:**

- Impact of CG Core Values on the situation
- Situational Leadership Development levels of the people involved.
- Level of leadership applied to the people and the impact of the leadership on the situation.
- What motivational models applied and how did they impact the situation.
- Lessons that can be learned from the situation and how the team suggests they be applied in the Coast Guard.

### REFERENCES

English Simplified  
Leadership Case Study Checklist

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**Grading information - Presentation Objectives.**

### Minimum requirements:

Time: **30 – 45 Minutes**

Training Aids: Two

All members of the team must participate in the briefing.

YES

Team Leader comments:

YES

Staff comments:

---

---

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Team

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

4/8/03

## Leadership Case Study Presentation Checklist

---

### Presenting Team

Presentation Points	Covered	Comments
Used formal introduction methods before beginning presentation?	Yes_No_	
Identified the person or situation that the presentation will cover and presented background information about the person or situation?	Yes_No_	
Identified how (through use of the SITLEAD II leadership model), the situation was positively and/or negatively impacted ?	Yes_No	
Identified how motivational theories and models positively and/or negatively impacted the performance or situation?	Yes_No_	
Identified how, if applicable, ethical dilemmas and the Coast Guard's Core Values positively and or negatively impacted the performance or situation?	Yes_No_	
Identified deficiencies, if applicable, and recommended solutions?	Yes_No_	
Identified, if applicable, the impact the case had/will have on future Coast Guard systems.	Yes_No_	

## **ELIGIBILITY REQUIREMENT**

The Chief Petty Officer Academy (CPOA) curriculum is designed to provide the knowledge; skills, attitudes and abilities required of newly advanced Chief Petty Officer. All active duty and Reserve E-7's advanced on or after 1 Jan 1999 must successfully complete the Chief Petty Officer Academy or DOD Senior Enlisted Academy in order to be eligible to participate in the E-8 advancement process.

To attend the CPOA, the member must submit a Short-Term Training Request to Commandant (G-WTL-2) listing two preferred attendance dates. Training requests are valid for six months after G-WTL-2 receives it.

Excess quotas are made available to Chief Petty Officers advanced prior to 1 Jan 99 desiring to attend the CPOA.

Air Force Master Sergeants identified as either a primary or alternate are eligible to volunteer to attend the CPOA. There are two CPOA locations, New London, CT, and Petaluma, CA. Two class seats are available for each active duty class. Volunteers must fax (DSN: 665-2328) or e-mail a volunteer statement to HQ AFPC/DPPAT. Members are scheduled on a first-come, first-serve basis. AFPC uses the fax/e-mail date and time to "rack and stack" volunteers. To obtain a volunteer statement and application procedures can be found on the AFPC homepage [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil) under enlisted training.

Coast Guard military personnel must be in compliance with CG weight standards in accordance with (IAW) COMDTINST M1020.8C, Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel. Upon graduation, a one-year obligation of service is required IAW COMDTINST M1500.10B, Training and Education.

All Coast Guard personnel desiring to attend the CPOA should carefully review the references below.  
ALDIST 219/99, Coast Guard Chief Petty Officers Academy  
ALDIST 183/98, CPO Academy/DOD Senior Enlisted Academies  
ALCGENL 068/00, Completion Requirement for Coast Guard Chief Petty Officers Academy for Eligibility to Compete in Service Wide Examinations  
COMDTINST M1000.6A, Coast Guard Personnel Manual, Articles 5-C-5.c.6

For further information, contact MCPO Tim Cary, G-WTL-2 at (202)267-2441.

## **STANDARDS FOR GRAUDATION POLICY**

The standards for graduation from the CPO Academy are consistent with the high standards of the U.S. Coast Guard. They include, but are not limited to; academic performance, military performance and protocol, professional development, and physical well-being. Additional guidelines and input is provided by the Master Chief Petty Officer of the CG (MCPO-CG) and the program manager for the CPO Academy (G-WTL). CPO Academy staff members evaluate students.

**Academic Performance:** To graduate from the CPOA, a student must receive a "YES" on assigned projects and oral presentations. Students who do not meet minimum requirements are given an opportunity to re-test as directed by the School Chief, CPOA.

**Military Performance:** Students must maintain the highest standards as outlines in U.S. Coast Guard regulations and CG Academy Instructions. Conduct and military bearing must be of the highest example and above reproach. Matters that warrant review of a student's suitability for graduation are reviewed by the School Chief for further action.

**Professional Development:** Students must actively participate in personal growth areas of instruction while attending the CPOA. They must:

- Attend all classes
- Complete all assignments
- Promote a positive attitude
- Demonstrate professionalism
- Observe time management policy
- Honor the non-attribution policy
- Handle conflict/problems immediately

**Physical Well-being:** Students are required to participate in the CPO Academy wellness, nutrition, and blood analysis program. Students do not compete against a standard or another student. They are asked to perform to the best of their ability. Chiefs are asked to monitor their physical condition and activity and directed to progress slowly. The "no pain, no gain", thought does not apply. The Coast Guard Academy has a fully functional and professional medical staff to meet all student needs or problems.

## **DISENROLLMENT POLICY**

Disenrollment of a student from the CPO Academy is a serious action with significant consequences for both the student and the Coast Guard. This action is taken only as a last resort, and after all reasonable efforts have been made by peers, school staff and LDC services and counselors

### **CRITERIA**

A student at the CPO Academy is considered for disenrollment (explained the first day of class) because of the following:

Unsatisfactory academic performance of course assignments

Personal conduct in conflict with standing practices, policies and instructions, i.e., DUI, Unauthorized Absence, Inappropriate Relationship, etc.

Negative behavior and or attitude

Integrity

### **COUNSELING**

Once a student has been identified and no NJP is pending, corrective action will normally take the following path:

1. Counseling by the team leader
2. Counseling by the class president
3. Counseling by the student's staff team advisor
4. Counseling by the School Chief, CPO Academy
5. Explore appropriate outside counseling or board review

### **CHAIN OF COMMAND**

Under normal circumstances, this is the highest level that a problem or situation can be resolved. If the situation is not resolved and a problem still exists, the School Chief, CPO Academy will take the following action:

1. Explain the situation to the Chief, Career Development Department
2. Explain the situation to MCPO-CG (Program Manager)
3. Confer with the Director, Leadership Development Center
4. Explain situation to the Chief's respective CMC and Commanding Officer/Officer In-Charge
5. Ensure record entries are made. Disenroll student!

## **BASE FACILITIES**

\*\*\* Please Note – Summer Hours Vary \*\*\*

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### **SERVICES**

#### ***Food***

E-7 and above dining is available in the Officer's Club directly behind Yeaton Hall (the Leadership Development Center).

The Coast Guard Dining Facility is on the first floor of Chase Hall overlooking the "Old Quad." Meal times in the Officer's Club and the All Hand Dining Facility are:

Breakfast: 0630-0730 (AHDF Only)  
Lunch (Dinner) 1130-1300 (AHDF & O Club)  
Supper 1700-1800 (AHDF Only)

The Dry Dock cafeteria is located on the lower level of Leamy Hall across the parking lot from Munro Hall. The Dry Dock is open from 0700 to 1000, 1100 to 1330 and 1900 to 2200 daily.

---

#### ***Exchange Services***

The Academy has an Exchange, Mini-mart, Package Store, and Gas Station located across the street from Munro Hall in Johnson Hall. The Academy bookstore is located on the ground floor of Chase Hall.

Exchange: The Exchange carries uniform clothing and accessories, house wares, electronics, music CD's and cassettes, greeting cards, jewelry, gift ware, and clothing. Services include special orders, UPS shipping, film developing, flowers by wire, and AT&T prepaid calling cards.

The Uniform Locker, Tailor Shop, and Dry Cleaners are on the first level of Chase Hall in the "C" Annex. The Bookstore is on the ground level of Chase Hall "B" Annex.

Although not part of the Exchange system, the Uniform Locker has a full collection of uniform items for all ranks and rates. Cash, Visa, and Master Card are accepted.

Dry cleaning services are available.

**Base Service hours may change as they continually adjust to customer needs. Check the hours upon arrival or call: 860-444-8488**

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## ***Recreation and Athletic Facilities***

The Coast Guard Academy is a great place for exercise and has state-of-the-art equipment available to let you do just that.

Roland Hall and Billard Hall house the athletic facilities for the Academy. These facilities offer a weight training room with Cybex machines, free weights, treadmills, stair climber, versa climber and sauna. Two basketball courts, eight tennis courts, five racquetball courts, and volleyball courts are available. There is an indoor track and rock climbing as well.

Aquatic sports facilities include a 25-meter pool, with high and low diving boards and a second pool with a low board. Showers are available.

The outdoor track and field is located on the waterfront.

The CGA's rowing center is located on the north side of the lower field.

The Sailing Center has several one and two person craft.

The MWR Office is on the lower level of Leamy Hall. There is a 6-lane bowling alley next to MWR. The Morale, Welfare, & Recreational (MWR) customer service center provides a variety of services and activities. The following are the services available:

Recreational Rental Shop: There is recreational equipment, such as bikes, camping equipment, etc., available for rent at the gear locker in the lower level of Leamy hall (X8470).

Discount movie passes and other recreational activity passes available.

Library: The CGA has the largest library in the Coast Guard. Best sellers and old classics available for check out. An extensive reference section is available for your research needs. It is a great place to study or just read for enjoyment. The library has an Inter Library Loan program (ILL) that can order books from any where in the U.S. in as little as a week.

## ***Post Office***

The U.S. Postal Service does have an office on base. You should use the following address for all correspondence:

Name  
USCG Academy  
CPO Academy & Class #  
37 Mohegan Ave.  
New London, CT 06320-8107

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**Financial**

Navy Federal Credit Union is a cooperative, not-for-profit financial institution chartered by the federal government, which is owned and controlled by its members and organized to promote thrift and provide credit to those who belong. It is located on the first floor of Johnson Hall and has an ATM, which does not charge a user fee. Students attending LDC schools are eligible to join.

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**Barber Shop**

A barbershop with a full time barber for men and women is located on the first floor of Johnson Hall. The hours of operation are 0800-1600, Monday through Friday and Saturday 0900-1200.

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**ACADEMY HEALTH CARE SERVICES**

**Health Care Services**

Medical and dental care is provided to active duty members, their dependents, retired members and their dependents. To schedule appointments contact (860) 701-8424.

Hours of operation at the Clinic are as follows on Monday through Friday:

0700 - 0900	Active Duty Sick Call
1300 - 1400	
0700 -1500	Outpatient Clinic

Dietitian: The dietitian is available 3 days a week. The dietitian can be contacted at 444-8417.

Drug and Alcohol Representative	Contact 444-8217
Dental	Contact 444-8424

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## **HOT TIPS**

Here are some tips on how to make your stay at the Coast Guard Academy more enjoyable:

Make all transportation arrangements early. In the winter, plan on delays into and out of airports.

Bring sufficient uniform items to meet the requirements of the school you are attending.

Bring sufficient cash or other monetary support.

Bring a jacket or sweater. Even our New England summer evenings are usually rather cool.

Pack judiciously. Storage space in the guest quarters is limited.

We recommend you bring a lock to secure personal belongings.

We recommend a student bring a lap top computer/printer if available.

A reminder of things you may want to bring:

- Large Bath Towel
- Camera
- Adequate seasonal outerwear (Jacket, Raingear, Gloves, etc.)
- Swim wear
- Racquetball equipment
- Tennis equipment
- Softball equipment
- Athletic clothing (i.e. gym shorts, T-shirts, sweats)
- Running, walking shoes, hiking boots
- Fanny pack for carrying keys, change
- Lap Top Computer (If Available)

The following internet site can provide information about the state of Connecticut and the local area: [www.ctquietcorner.org](http://www.ctquietcorner.org)

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